

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NORTHWEST 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-18-010

Closing Date: 13 December 2017

Position Title: Recruiting & Retention NCO
(2 Positions)

Location: Recruiting & Retention BN,
Lincoln, NE

Military Grade Range: Minimum SGT/E5 - Maximum SSG/E6

Military Requirements: Designated assignment is immaterial, with career progression MOS 79T. Applicants must have a minimum GT score of 110 waivable to 100 if ST and GT score is 100 or greater. Selectee must attend special qualification identifier non-career recruiter (4) course within 6 months of start date. Selectee must meet all prerequisites for MOS 79T to attend SQI 4. Selected individual must possess a valid state driver's license. No record of conviction by special or general court-martial or civilian courts of offenses listed in AR- 27-10 Chapter 24 or required to register as a sexual offender. Drug and alcohol review of both the Drug Testing Portal and Drug Management Information System. Must meet Position of Significant Trust and Authority screening as identified in ARNG-HRZ, PPOM #15-040, dated 16 December 2015 and as updates or changes are required. Must complete statement of understanding for POSTA position. Must have and maintain a secret clearance. These positions are ARNG additional production recruiter AGR authorizations and will be executed as "fenced" positions as per DARNG Operational Guidance FY18. **Applicants will review the qualifications for the award of this MOS in the Department of the Army Pamphlet (DA PAM) 611-21. Failure to review these qualifications may result in the applicant not being eligible for the position.**

Area of Consideration: All members of the Nebraska Army National Guard in the rank of SGT and above may submit applications for this position. **AGR's within 24 months of initial tour or 18 months of assignment or reassignment of closing date of this announcement requires a stabilization waiver. Stabilization waiver request must be submitted with application by closing date.**

Qualified applicants will be referred to the selecting official in the following order.

Applicants for all areas must obtain SQI 4 and meet MOS 79T prerequisites.

Area 1: Lateral Transfers of on-board AGR personnel (SSG/E6).

Area 2: Select Train Educate Promote List (STEP) of on-board AGR CPMOS qualified (SGT/E5, 00F/SQI-4).

Area 3: Transfer of on-board AGR personnel (SGT/E5).

Area 4: All current members of the Nebraska Army National Guard currently holding the rank of SGT/E5 and above. This position is SSG/E6 and a reduction will be required for any selected applicants above the rank/grade SSG/E6 prior to AGR start date.

General Requirements:

1. Must submit DD 7424 and DD 369 (background check with local law enforcement) with the application and complete favorable "Live Scan".
2. Must have favorable report on the sex offender's registry and urinalysis testing.
3. Must have a NACLC without any adverse actions.
4. Screening of local personnel files and complete behavioral health assessment.
5. Selected agrees to live within 15 miles of duty location address.
6. Selected agrees to work weekends and evenings as the position and circumstances require.
7. Selected individual must possess a valid state driver's license.
8. All applicants must have a minimum GT score of 110 waiver to 100 if ST and GT score is 100 or greater.
9. Must possess current physical.

Summary of Duties: Primary duty is to aggressively prospect within target market and accomplish enlisted accession mission with unquestionable integrity. Performs prospecting at high schools, colleges, events and communities in person and on telephones, computers, and social media. Prepares and maintains prospect

and center of influence cards, files and school program folders. Refines leads. Identifies and develops centers of influence, very influential person and media contacts. Develops and conducts school and public relations recruiting programs. Prequalifies prospects and determines their eligibility for enlistment or reenlistment. Prepares enlistment packets and processes applicants for enlistment using the ARISS automation system. Establishes and maintains required references and functional files. Counsels applicants on their contracts and service obligations. Explains initial entry training (IET) requirements. Briefs applicants on test results and RSP. Prepares applicants for MEPS processing and maintains oversight of recruits through all training until battle hand-off with assigned unit is accomplished. Applies management by objective techniques and maintains time management/work plans. Conducts sales presentations/interviews to obtain enlistment and reenlistments. Analyzes audiences and occasions, prepares or writes speech outlines and gives speeches about the Army National Guard on such topics as mission, programs, facts, features, benefits and opportunities. Requests and manages appropriate resources. Monitors return on investment of all conducted events. Assist the unit Career Counselors with retention activities. Other duties as assigned.

10-79T. MOS 79T--Recruiting and Retention NCO (Army National Guard of the United States) (Rec and Retn NCO), CMF 79

a. *Major duties.* Recruits and retains qualified Soldiers for entry into the Army National Guard in accordance with applicable regulations. Supervise recruiting and retention activities. Duties for MOS 79T at each skill level are:

(1) MOSC 79T20. (Personnel Only). MOS used to identify Soldiers accessed into MOS 79T prior to obtaining grade E6.

(2) MOSC 79T30. (Personnel Only). MOS used to identify Soldiers accessed into MOS 79T prior to obtaining grade E7.

(3) *MOSC 79T40.* Area canvass and telephone prospect to find prospects, referrals, and leads. Pre-qualify referrals, prospects, leads, and/or current members to determine their eligibility for enlistment, re-enlistment or extension and update record in Recruiter Zone (RZ). Schedule appointments and conduct sales interviews to obtain enlistments and retention interviews to retain current enlistments and gain re-enlistments, then update record in Recruiter Zone. Counsel applicants on test results, (mental and physical), enlistment contracts, service obligations, incentives and benefits, initial entry training (IET) requirements and disqualification, and update record in RZ. Prepare Prior-Service (PS) and Non-Prior Service (NPS) enlistment packets in RZ and conduct a Military Entrance Processing Station (MEPS) pre-enlistment screening briefing as required. Prepare and conduct presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history. Establish and maintain a partnership with assigned unit and assist the Commander and First Sergeant in executing the unit strength maintenance (SM) plan and attrition management program. Assist unit leaders in all matters pertaining to SM by providing SM guidance, support and recommendations for SM training, and development of SM incentive award programs. Attend at least a portion of each multiple unit training assemblies (MUTA) for unit(s) supported. Distribute and display SM promotional items in the unit and community. Conduct interviews with Soldiers, family members, employers, and other key people to determine the effectiveness of current policies, unit training, ARNG benefit programs, and other initiatives and provide recommendations to the unit leadership for improvement. Maintain regular contact with unit members to help prevent and solve problems, discuss issues, provide information and answer questions. Provide trends and recommendations to unit leadership. Train first line leaders (FLL) in career planning, recommend available programs and options. Provide SM guidance and training for unit attrition personnel and on all administrative requirements necessary for Soldiers retention. Provide feedback as required after each unit drill and provide information papers and other reports as needed or required to keep the unit leadership informed of strength status and provide the company leadership the following information. Explain ARNG opportunities to Soldiers and their families; research and explain available features, benefits, and entitlements. Use RZ to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments. Use RZ to demonstrate work activity to allow higher echelons to validate RRC funding. Use RZ to maintain prospect information, school program information, centers of influence (COI), very influential people (VIP), and unit member information as required. Assist in transfer, separation, and discharge requests. Assist and support the State NPS Recruit Sustainment Program (RSP). Operate Recruiter Temporary Reservation System (RTRS). Build and process waiver packets in accordance with (IAW) state and/or NGB SOP. Obtain, prepare, distribute, and display attrition management promotional items. Assist in the development and implementation of the Unit Sponsorship Program. Assist with ETS counseling when the Soldiers are not available during the scheduled UTAs. Work directly with unit administrative personnel to support/complete retention issues. Provide guidance to Soldiers entering and completing the RSP.

(4) *MOSC 79T50.* Establish performance standards, monitor and evaluate RRNCOs on the overall effectiveness of their recruiting and retention activities/programs (e.g. presentations and briefings, sales interviews and techniques, enlistment and re-enlistment packets, waiver requests, RZ usage and provide training as needed). Counsel and rate RRNCOs assigned IAW AR 623-205 and locally established policy. At a minimum, conducts monthly performance counseling with each assigned RRNCO. Establish and implement a written yearly training program designed to address the specific training needs and levels of experience of assigned RRNCOs. Provide RRNCOs with market data, trends,

and other pertinent demographic information. Coordinate with State Quota Manager for training seats and conduct new RRNCO orientations and training as required. Work with unit leaders to ensure awareness of and compliance with the SM Program. Discuss and plan activities to meet strength missions and conduct SM training, presentations and briefings as required. Assist RRNCOs by making and evaluating periodic presentations to local school, government, civilian and other influential persons and informing them of the benefits available in the ARNG. Assist in the hiring of new RRNCOs as directed by the RRC. Constantly scan assigned units for qualified Soldiers. Assess the effectiveness of area recruiting, attrition management and retention incentive/awards programs and make recommendations for improvement. Provide administrative guidance and technical support to assigned RRNCOs. Monitor assigned RRNCOs to ensure compliance with applicable regulatory guidance in the use of GSA vehicles, information technology hardware/software and expense accounts. Assign and assist in the training of recruiter assistants. Advise the O&T Officer or RRSGM concerning mission accomplishment, operations, training, Assist in developing, maintaining and analyzing statistical data of assigned area demographics, as well as unit losses, unit climate information and SIDPERS data to form current and projected trends. Work with the State Family Assistance Program representative and coordinate program activities. Provide sustainment and remedial training for assigned team members as needed to maintain skills and prevent poor performance. Make recommendations for disciplinary action and/or dismissal of RRNCOs as required. Verify priority leads are "worked", MEPS-bound Soldiers are projected, and prior service Soldiers are entered into Recruiter Zone to allow the state leadership to validate funding levels. Ensure RZ data correctly portrays the work completed.

(5) *MOSC 79T60*. Assist the RRC in developing the State SM Plan and implementing and monitoring the State SM Program. Make recommendations as appropriate to successfully achieve assigned end strength mission. Assist the RRC in the development and implementation of a SM awards program that provides incentives for all RRF personnel. Assist in the planning of recruiting and retention workshops. Obtain and analyze demographic and market share data to determine the most effective utilization of assigned RRNCOICs and RRNCOs. Supervise, counsel, and rate RRNCOICs assigned IAW AR 623-205 and locally established policy. At a minimum, conducts monthly performance counseling with each assigned RRNCOIC. Establish and assign written mission requirements and performance standards for all assigned RRNCOICs. Establish and implement a written training program designed to address initial, sustainment, and remedial training needs and levels of experience of assigned RRNCOs/RRNCOICs and sponsorship program for newly assigned RRNCOs/RRNCOICs. Develop and implement a written policy that addresses poor job performance. Assist in the hiring and dismissal of members of the RRF within assigned region and other RRF personnel as directed by the RRC. Monitor all RRF enlisted personnel actions and requests within the assigned area. Provide SM guidance and recommendations to Administrative Officers (AO) and commanders at brigade and battalion levels. Coordinate with the RRC regarding development and implementation of long range SM programs within assigned region. Ensure fair and equitable mission assignment for all assigned RRNCOICs and RRNCOs. Ensure proper training and career development for all RRF personnel within assigned area. Assist and advise the RRC concerning production, operations, training, administration, and personnel status or actions within assigned area. Monitor the SM Plans of subordinate RRNCOICs. Assist the RRC in monitoring the efficiency of the RRF through the use of Recruiter Zone. Assist leaders and commanders, through the State Liaison for ESGR, and national ESGR, with solving employer conflict issues. Implement the Non-Commissioned Officer Professional Development (NCOPD) program for NCOs in assigned region. Serve as SGM to all Soldiers assigned to the RSP.

b. *Physical demands rating and qualifications for initial award of MOS.*

(1) A physical demands rating--N/A.

(2) A physical profile of 132221.

(3) Qualifying scores.

(a) A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.

(4) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10 and Army Regulations (AR) 601-280 and AR 135-18 as applicable.

(5) Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.

(6) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

(7) Formal training: Successful completion of the ARNG Recruiting and Retention Course and the ARNG MOS 79T Conversion Course conducted under the auspices of the Strength Maintenance Training Center, Camp Robinson, AR) is mandatory prior to being awarded the MOS. (NOTE: Only Soldiers who have attended the 79T ANCOG at the Professional Education Center Non-Commissioned Officer Academy prior to 1 Jan 08 can be awarded the MOS 79T without having attended the 79T Conversion Course).

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).

(1) V7--Guidance Counseling.

(2) 4R--Transition NCO

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-79T-1.* Physical requirements.

- (2) Table 10-79T-2. Standards of grade TOE/MTOE N/A.
(3) Table 10-79T-3. Standards of grade TDA.

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to nq.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

* Candidates may apply by submitting a completed *Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1*. Reference AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 the following documents must be submitted. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

___ Yes ___ No 1. Application for Active Guard/Reserve (AGR) Position, **NGB Form 34-1, dated 20131111. This form can be downloaded from the Nebraska National Guard Opportunities webpage. Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. ___(Initials)

___ Yes ___ No 2. ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits> . **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB.** ___(Initials)

___ Yes ___ No 3. Last five OER's/NCOER's. Applications must contain their most current OER/NCOER and if unavailable written explanation must be provided. A letter of recommendation or performance must be submitted if you don't have any OER's/NCOER's. ___(Initials)

___ Yes ___ No 4. NGB 23 (RPAM). All Army National Guard Soldiers must submit a NGB 23 dated **within 6 months of closing date**. For non ARNG members, contact the AGR Branch for other options. ___(Initials)

___ Yes ___ No 5. Your last 4 Army Physical Fitness Test documented on a DA 705(s). **The last APFT score must be passing and within 12 months for M-Day and 6 Months for AGR of closing date.** You must provide written explanation if you are unable to provide the last 4 APFT scores. ___(Initials)

___ Yes ___ No 6. Current passing semi-annual weigh-in documented on TAG NE 600-9, DA5500/5501 or DA 705. DA 5500/01's are required for Soldiers who exceed the weight for height Table B-1, AR 600-9. For non ARNG members, the DA 705 will be document of record. **Current is within 6 months of closing date.** ___(Initials)

___ Yes ___ No 7. IMR (Individual Medical Readiness) or Flight Physical <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **PHA completion date within 12 months of closing date.** ___(Initials)

___ Yes ___ No 8. Applicants will be screened for profiles (the DA 3349 is not required to be sent) . Temporary profiles MUST be cleared prior to AGR start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. ___(Initials)

____ **Yes** ____ **No** **9.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application or for any “no” responses identified on this checklist.
____(Initials)

____ **Yes** ____ **No** **10.** Requirements and documents specific to Position of Significant Trust and Authority, reference SMOM#15-040, dated 15 December 2015. Forms are available at <http://ne.ng.mil/Resource/Pages/Job-Announcements.aspx>

- a. DD Form 7424, Sensitive Duty Assignment Eligibility Questionnaire. ____ (Initials)
- b. DD Form 369, Police Records Check include all address you have lived, worked or went to school in the last 7 years. ____ (Initials)
- c. Statement of understanding for new or on board AGR for assignment to a POSTA position as applicable. ____ (Initials)

To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.

In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.

The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.